

VACANCY ANNOUNCEMENT

VA Palo Alto Health Care System

THE DEPARTMENT OF VETERANS AFFAIRS IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants receive consideration without regard to race, religion, color, national origin, non-disqualifying mental or physical disability, age (with authorized exceptions), sex, political affiliation, or any other non-merit factor.

Vacancy Annc No. 03-239 (NM)		Opening Date 10/06/03	Closing Date 10/27/03	U.S. Citizenship Required <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (See notes below)		
# Posns One	Position Title Administrative Officer		PD Number GS-12 85790	Pay Plan, Series, Grade GS-341-11 (Target GS-12) or GS-341-12		
Service Surgical Service			Promotion Potential GS-12	Salary Range \$52,035 - \$81,076 Per Annum		
Duty Station Palo Alto, CA			Tour of Duty Monday – Friday, 8:00am – 4:30pm			
Work Schedule <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intermittent <input type="checkbox"/> Part-time @ ____ hrs/wk		Subject to Bargaining Unit <input type="checkbox"/> Yes-Minimum posting: 15 work days <input checked="" type="checkbox"/> No-Minimum posting: 10 calendar days		Subject to Supervisory Probationary Period <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (First-time supervisors subject to 1 year)		
<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary NTE ____ <input type="checkbox"/> Term NTE ____		Subject to Drug Testing <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)		Physical or Medical Examination Required <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (See notes below)		
Travel and/or relocation expenses <input type="checkbox"/> are authorized <input checked="" type="checkbox"/> are not authorized		Applicants currently serving under recruitment or relocation bonus service obligation must notify this office of the conditions of their agreement. <table border="1"><tr><td>Relocation bonus <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized</td><td>Recruitment bonus <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized</td></tr></table>			Relocation bonus <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized	Recruitment bonus <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized
Relocation bonus <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized	Recruitment bonus <input type="checkbox"/> is authorized <input checked="" type="checkbox"/> is not authorized					
Area of Consideration - For information on application procedures, see section on 'HOW TO APPLY' <input checked="" type="checkbox"/> Current PERMANENT employees of the VA Palo Alto Health Care System. <input type="checkbox"/> Current VA employees eligible for transfer. <input type="checkbox"/> Veterans eligible for appointment under the Veterans Readjustment Appointment (VRA). <input type="checkbox"/> Veterans eligible for appointment under the Veterans Employment Opportunities Act (VEOA). <input type="checkbox"/> 30% or more Service-Connected Compensably Disabled Veterans. <input type="checkbox"/> Schedule A (handicapped) eligibles. <input type="checkbox"/> STATUS applicants eligible for transfer or reinstatement. <input type="checkbox"/> PUBLIC - All other interested candidates not meeting any of the above categories.						
Point of Contact - Inquiries should be directed to the following individual at (650) 858-3951. Neinita Mazariego, Human Resources Specialist						
REASONABLE ACCOMMODATION This office provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this office. The decision on granting reasonable accommodation will be on a case-by-case basis.						
THE DEPARTMENT OF VETERANS AFFAIRS SUPPORTS A DRUG-FREE ENVIRONMENT						

DUTIES: Incumbent is responsible for obtaining and coordinating a variety of administrative, technical, and managerial services necessary for the operation of Surgical Service. Incumbent is a major participant in the development and implementation of both long and short term policies and plans for the Service. Is responsible for all aspects of personnel management including recruitment, performance management, leave administration, compensation, benefits, employee conduct, and education. Prepares and updates organizational and functional charts. Recommends staffing levels and types of positions needed to provide cost effective manpower utilization. Initiates and/or coordinates a variety of personnel actions and requests for administrative or technical staff. Provides information as needed for the Professional Standards Board activities related to clinical staff in the Service. Responsible on a day-to-day basis for coordinating and facilitating the function of all services clinical and administrative, which interface with the Service. Serves as budget and financial advisor for the Chief of Surgery and his staff. Recommends or determines internal budget administration policies and procedure. Formulates and develops operating estimates, requests, and justifications for initial and supplemental funding or reallocation of current funds. Prepares the Surgical Service's budget estimates and data. Exercises fund control authority and establishes internal methods of control to insure that funds are used according to the operation plan. Monitors and approves billing for services contracted out to other facilities. Serves as approving official for supplies and services purchased from Surgical Service control points. Surveys and analyzes space utilization, and recommends plans for future needs based on identified deficiencies, anticipated program changes, workload and staffing projections budgetary considerations. Serves as the ADP and Surgical Package coordinator for the Service. Reviews all requests for menus, software, and hardware. Establishes contacts with non-government institutions or individuals regarding fee basis or contract personnel and services; authorized billing for services provided to other institutions and approves payment of invoices billed to this facility for services provided to our institution; arranges for evaluation of new equipment and services; meets or interacts by phone with representative of institutions which may want to receive services from Surgical Service on contract.

QUALIFICATION REQUIREMENTS:

GS-11: Requires one year of specialized experience equivalent to the GS-9 level in the Federal Service.

GS-12: Requires one year of specialized experience equivalent to the GS-11 level in the Federal Service.

Specialized experience is progressively responsible experience, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and is in or related to the work of the position. Such qualifying experience may have been gained in administrative, supervisory, managerial, or professional work, which provided the applicant an opportunity to acquire knowledge of management principles, practices, methods and techniques.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE:

GS-11: A Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree of LL.M., if related, or equivalent combinations of education and experience are qualifying. However, such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

GS-12: There is no substitution of education for experience at this level.

VOLUNTEER EXPERIENCE: Appropriate credit will be given for voluntary participation in community, social service, and similar activities.

BASIS OF RATING: Your rating will be based on the quality of your experience as shown in your application and elements. Listed below are the knowledge, skills and abilities considered essential for successful performance in this position. These elements will be used to determine the highly qualified candidates to be referred to the selecting official. Provide, on a separate sheet of paper, a DETAILED description of your experience as related to the knowledge, skills and abilities listed below. Incomplete, vague, or contradictory information may affect your rating.

1. Skill and knowledge of personnel management to ensure accuracy, completeness, and consistency. This includes appointments, promotion, incentive awards, position descriptions, disciplinary and adverse actions, job classification, and separations.
2. Knowledge of budget administration. This includes ability to prepare annual budget plan for multiple control points.
3. Ability to communicate effectively, both orally and in writing, in order to gather information, present findings and/or recommendations, and to coordinate activities.
4. Knowledge of supply and equipment management.
5. Ability to plan, organize, assign, and review the work of others.

ADDITIONAL NOTES:

- ◇ Funds Availability: The position being filled is subject to the availability of funds.
- ◇ Additional Vacancies: This announcement may be used to fill additional vacancies occurring within 90 days.
- ◇ U.S. Citizenship: If applicable, non-citizens may be appointed when no citizens are available in accordance with regulations issued by the Under Secretary for Health.
- ◇ Update Of Qualifications: VAPAHCS employees should ensure their official personnel folder (OPF) contains complete information about their qualifications for this position *by the closing date of this announcement*.
- ◇ Promotion Potential: If applicable, the candidate may be non-competitively promoted up to the full performance level without further competition provided they demonstrate satisfactory performance, meet applicable administrative requirements, and there is sufficient work at the higher grade level.
- ◇ Time-In-Grade Requirement: Candidates for advancement to General Schedule (GS) positions in the competitive service must have completed a minimum of 52 weeks at the next lower grade level (or equivalent) commensurate with the line of progression for this position.
- ◇ English Language Proficiency: If applicable, individuals appointed to direct patient care positions must be proficient in spoken and written English as required by Title 38, United States Code (38 U.S.C.).
- ◇ TB Skin Screen Test: All applicants selected for employment with the VAPAHCS will be required to meet TB screening requirements before being placed into this position.
- ◇ Physical / Medical Standards: If applicable, candidates will be required to pass a physical examination.
- ◇ Drug Testing Position: All applicants tentatively selected for VA employment in a testing designated position are subject to random drug screen (urinalysis) for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA.
- ◇ Direct Deposit / Electronic Funds Transfer: It is a policy of the Department of Veterans Affairs to require new employees to receive Federal wage and salary payment through Direct Deposit/Electronic Funds Transfer. On the first day of duty, new employees must bring their Social Security Card/Number, photographic identification card, and information regarding their financial institution.

HOW TO APPLY:

Eligible Permanent Employees of VAPAHCS - Submit VA Form 5-4078, Application for Promotion or Reassignment, by the closing date of this announcement.

All others, submit:

1. SF-171 - Application for Federal Employment; or
OF-612 - Optional Application for Federal Employment; or

RESUME - If a resume is submitted, you must include information requested in the flyer "Applying for a Federal Job," Optional Application for Federal Employment form (OF-612), and the information requested in this announcement.

2. OF-306 - Declaration of Federal Employment. You must complete this form to determine your acceptability for Federal employment.
3. DD-214 - Military Discharge Paper. Veterans claiming veterans preference and those eligible for employment under veterans hiring authorities must submit a copy.
4. SF-15 - Application for 10-Point Veteran Preference. If you are applying for 10-point veterans preference, you must submit this form and the required documentation specified on the reverse of the SF-15.
5. SF-50B - Notification of Personnel Action. Transfer/Reinstatement Eligibles must submit a copy of their latest/last SF-50B.
6. ACTAP - If you are currently a Department of Veterans Affairs employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the Department of Veterans Affairs Agency Career Transition Assistance Program (ACTAP). To receive this priority consideration, you must:
 - a. Be a current Department of Veterans Affairs career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES), and the date of the RIF separation has not passed and you are still on the rolls of the Department of Veterans Affairs. You must submit a copy of the RIF separation notice or CES along with your application upon request.
 - b. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.
 - c. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
 - d. Be currently employed by the Department of Veterans Affairs in the same commuting area of the position for which you are requesting priority consideration.
 - e. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 - f. Be rated well-qualified for the position. ACTAP candidates who attain a score of 90 for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.) will be considered well-qualified.
7. ICTAP - If you are a displaced Federal employee, you may be entitled to receive special priority selection under the Interagency Career Transition Assistance Program (ICTAP). To receive this priority consideration, you must:
 - a. Be a displaced Federal employee. The following categories of candidates are considered displaced employees. You must submit a copy of the appropriate documentation such as RIF separation letter, letter from OPM or agency documenting your priority consideration status with your application package.
 - b. Be a current or former career or career-conditional (tenure group I or II) competitive service employee who:
 - 1) Received a RIF separation notice; or
 - 2) Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place you; or
 - 3) Retired with a disability and whose disability annuity has been, or is being, terminated; or
 - 4) Upon receipt of a RIF separation notice, retired on the effective date of the RIF and submits a copy of your SF-50B which indicates "Retirement in Lieu of RIF"; or
 - 5) Retired under the Discontinued Service Retirement (DSR) option; or
 - 6) Was separated because you declined a transfer of function or directed reassignment to another commuting area.
 - c. Be a former Military Reserve or National Guard Technician who is receiving special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of the Title 5, United States Code.
 - d. Be applying for a position at or below the grade level of the position from which you have been separated.
 - e. Has a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)
 - f. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
 - g. File your application package by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
 - h. Be rated well-qualified for the position. To be rated well-qualified for the position, you must:
 - 1) meet the qualification standard and eligibility requirements for the position, including any medical qualifications and minimum educational and experience requirements;
 - 2) meet all selective factors, where applicable, and appropriate quality ranking factor levels, as well as knowledge, skills and abilities (KSAs) factor(s) for this position. Well-qualified candidates are those who attain 90 of the total points possible for the rating criteria developed for the position (e.g., KSAOs, job elements, etc.); and
 - 3) be physically qualified, with reasonable accommodation, where appropriate, to perform the essential duties of the position.
8. OPM Form 1170/17 - List of College Courses (if substituting education for experience). Transcripts may be submitted.
9. Schedule A applicants only - Letter from the State of California Department of Rehabilitation or from a qualified VA Counselor certifying eligibility for appointment to this position.
10. Performance Appraisal - Current/Former Federal employees must submit a copy of their most recent performance appraisal.
11. On a separate attachment(s), describe your work experience/education as it relates to each of the factors listed under BASIS OF RATING above.

To receive consideration, all application materials must be postmarked or received in this office by the closing date. Any information not submitted with your original application will not be considered. Failure to submit the requested material and response to the rating factors may result in a lower rating in the evaluation process.

All application materials will become the property of the Human Resources Management Service and will not be returned, used for other positions, or duplicated once submitted.

In accordance with 18 U.S.C. 1719, use of postage-paid government agency envelopes to file job applications is a violation of Federal law and regulation. Applications mailed in postage-paid government envelopes, sent by Federal agency special courier services or submitted through Federal fax machines will not be considered.

APPLICATIONS SHOULD BE MAILED TO:

VA Palo Alto Health Care System
Human Resources Management Service (05A)
3801 Miranda Avenue
Palo Alto, CA 94304